



# ***JOB OPPORTUNITY***

**CALIFORNIA STATE DEPARTMENT OF INSURANCE**

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## **SUPERVISING INSURANCE COMPLIANCE OFFICER \***

**\$4,754 - \$5,742**

**MARKET CONDUCT BUREAU  
LOS ANGELES**

### **RESPONSIBILITIES :**

Under general direction of the Bureau Chief, the incumbent will plan, organize, and direct the activity of Los Angeles Market Conduct Bureau staff engaged in activities related to market conduct examinations to include but not limited to oversight of multiple job sites in the examination process, and reviewing examination reports to verify that proposed resolutions to violations or examination criticisms are effective and achieve compliance; develop training plans for staff development; assist in establishing Bureau policy and procedures; enforce consistency of operations within the Bureau. The Supervising Insurance Compliance Officer will be responsible for the most complex and sensitive projects as assigned; represent the Bureau at meetings and industry functions as directed by the Bureau Chief; and other related duties as required. *Travel in and out of the State is required.*

### **DESIRABLE QUALIFICATIONS:**

Five years of experience in insurance claims adjusting, underwriting, or insurance consumer services including a minimum of two years experience in a supervisory capacity directing three or more professional staff; graduation from college with a bachelor's degree is highly desirable, however, experience will be accepted in place of the college degree on a year-for-year basis. Candidates must have knowledge of insurance practices and the Insurance Code, along with good supervisory, interpersonal, analytical, and verbal/written communication skills. Willingness to travel is required.

### **WHO MAY APPLY:**

Applications will be accepted from current State employees at the Supervising Insurance Compliance Officer level, those within transfer range, or individuals who have list eligibility for **Supervising Insurance Policy Officer**. Training and Development Assignments may be considered for certain classifications only if necessitated for recruitment purposes. All applications will be reviewed; however, only the most qualified candidates will be interviewed. Applicants currently on SROA lists or employed by a surplus department are encouraged to apply. *All applicants must clearly indicate the basis of their eligibility (i.e. SROA, surplus, reemployment, reinstatement, transfer, or list eligibility) on the state application.*

### **APPLICATION PROCEDURE:**

Send a completed standard State of California application to Christopher Flora, Department of Insurance, Human Resources Management Bureau, 300 Capitol Mall, 13th Floor, Sacramento, CA 95814. *Please indicate "Supervising ICO #342-8560-MCB" on the State application.* For additional information, please call (916) 492-3260.

**FINAL FILING DATE: May 7, 2001 or until filled**

**\* This position is pending Department of Personnel Administration approval**

**NOTE:** Interested individuals, including list eligibles, must submit state application in order to be considered for this position.

**DO NOT SUBMIT APPLICATIONS TO THE STATE PERSONNEL BOARD**

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